



Fiscal Year 2007

Recycling Industries Reimbursement Credit

Grant Application

Commonwealth of Massachusetts

Executive Office of Environmental Affairs

Department of Environmental Protection

Instructions

To apply for a Massachusetts Department of Environmental Protection (MassDEP) fiscal year 2007 (July 1, 2006 – June 30, 2007) Recycling Industries Reimbursement Credit grant, you must follow the instructions below.

Please complete the following required application documents to apply:

- W-9 Form **and** Commonwealth Terms and Conditions Form. These two forms can be found on the Commonwealth's Procurement Web site at:
http://www.mass.gov/portal/index.jsp?pageID=osdmodulechunk&L=1&L0=Home&sid=Aosd&b=terminalcontent&f=osd_forms&csid=Aosd

The required application documents are due in MassDEP's Boston office no later than 5:00 p.m. on November 9, 2006. Applications received after this time **may not** be considered for funding for fiscal year 2007 (FY 07).

- Application packages must include ***all required documents – signed original plus three unbound copies.***
- Address your application to:

Steve Long
MassDEP
1 Winter Street
Boston, MA 02108

Questions and Assistance

Applicants are encouraged to contact the grant administrator Steve Long to:

- Confirm eligibility
- Review previous grant applications
- Discuss proposals and get feedback
- Ask questions

Telephone: (617) 292-5734 • Fax: (617) 292-5778 • e-mail: stephen.long@state.ma.us

Introduction and Background

MassDEP has developed an integrated solid waste management strategy (Massachusetts [Solid Waste Master Plan, 2006 Revision](http://www.mass.gov/dep/recycle/priorities/dswmpu01.htm): <http://www.mass.gov/dep/recycle/priorities/dswmpu01.htm>) that includes aggressive goals to increase recycling and reuse. As part of MassDEP's strategy to increase recycling and reuse, the agency has made significant investments in the state's waste reduction infrastructure by providing support to municipalities, consumers, and businesses. Many of the materials generated and collected in Massachusetts face market challenges due to economic and technical barriers. MassDEP and other state agencies have addressed the barriers associated with market development for materials through an array of financial and technical assistance programs. The Legislature authorized and directed MassDEP to establish and administer the Recycling Industries Reimbursement Credit (RIRC) grant program to help overcome barriers to recycling or reusing materials and products. MassDEP seeks to provide grants to recycling processors and manufacturers that will create sustainable markets for these materials and products that will add value to municipal and business recycling and reuse efforts and encourage their recovery. A description of the fiscal years 2005 and 2006 grant awards follows.

FY 2005 and 2006 RIRC Awards

Newland Farms of Norton purchased a front-end loader to increase its capacity to process food waste into compost by 1,500 tons per year. Grant award \$40K, matching funds \$45K.

Environmental Recovery and Consolidation Services of North Andover developed a web site to market its carpet recycling services and offer consultant services to entrepreneurs interested in recovering discarded carpet. Grant award \$6K.

Rooftop Recycling of Boxborough purchased a truck to help move processed asphalt roofing shingles from its sorting facility to an asphalt batching plant for use in a variety of road construction products. Grant award \$30K, matching funds \$140K.

Recycle America Enterprises of Fitchburg purchased a screener to increase its efficiency of processing asphalt roofing shingles for use making asphalt paving for roads construction. Grant award \$10K, matching funds \$290K.

Mandatory Eligibility Requirements

RIRC eligibility requirements for applicants, materials, and activities are outlined in the RIRC regulations 310 CMR 17.00 (regulations available at: <http://www.mass.gov/dep/recycle/laws/regulati.htm#sw>). RIRC applicants must meet all mandatory eligibility requirements to be considered for an award. ***Please review the requirements carefully as ineligible applications will not be evaluated for an award.*** The Commonwealth makes no guarantee that any grants will be awarded to any applicant.

Applicant Requirements

- Applicant must employ at least fifty percent of its full-time equivalent non-salaried workforce at the site in the Commonwealth for which the grant is being utilized.
- Applicant must be a company or corporation (for-profit or non-profit).
- Applicant must have been in substantial compliance with federal and state environmental laws for the previous three years.
- Applicant, at the time of award, must have authorization to conduct grant-related activities from local officials and the Department.

Material Requirements

- Applicant must use only those materials designated by the Department in **Section 1.3 of the Application**. Grant funding is **not available** for projects using **metals and/or hazardous waste**.
- The list of MassDEP-Designated Materials may change from year to year, and will remain valid for the fiscal year in which they are published in the grant application.

Activity Requirements

Applicants must conduct recycling or reuse activities as defined below for the materials designated in Section 1.3 of the application.

- **Eligible Activities** are defined as either or both:
 - *Processing* Activities, which include those reclaiming activities that densify, shred, bale, culletize or otherwise process "Designated Materials."
 - *Manufacturing* Activities, which include those activities that manufacture products with "Designated Materials."
 - *Reuse* means those activities that use an item again, either in its original state or with refurbishment, for its original purpose or for a non-traditional purpose.
- **Applicants are not eligible for grant funding for the following activities:**
 - the use of their own internally generated scrap materials **or** materials that are already on site;
 - the incineration of materials or the manufacturing of a product designed for burning for energy or other purposes;
 - collection or brokering activities.
- **Timing**
 - Capital equipment purchases must be completed on or before June 30, 2007.
 - Pilot Projects and Product Development and Testing will be considered for funding beyond June 30, 2007, subject to fiscal appropriation.

Grant Conditions: Recycling and Reuse Goals

As a condition of receiving the grant, grant awardees are required to meet their recycling and reuse goals for a period of two years as stated in Section 1.4 of the grant application. MassDEP reserves the right to require the Grantee to refund, in whole or in part, the Grant funds if MassDEP determines that the Grantee's success and level of effort is not satisfactory. Success will be measured primarily by whether the Grantee meets its goals.

SECTION ONE: APPLICANT, ACTIVITY AND MATERIALS INFORMATION

1.1 Applicant Information

Company/Corporation/Non-Profit Organization Name: _____

Address: _____ Telephone: _____

Fax: _____

E-Mail Address: _____ Company Web Site: _____

Authorized Representative: _____ Title: _____

Signature: _____ Date: _____

1.2 Indicate the type of activity(ies) in your grant proposal (see definitions on Mandatory Eligibility Requirements, page 2)

- ☐ Reclaiming/Recycling Processing Activities
- ☐ Reclaiming/Recycling Manufacturing Activities
- ☐ Reuse

1.3 Indicate the type of material(s) in your proposal. Only those materials listed below are eligible for grant funds.

Metals and hazardous waste are **NOT eligible** for grant funding.

Composting

- ☐ Food Waste/Residuals (residential and/or commercially generated, such as supermarkets, restaurants and food processors)

Construction and Demolition Debris

- ☐ Asphalt Roofing Shingles
- ☐ Wood
- ☐ Gypsum Wallboard
- ☐ Carpet
- ☐ Paint
- ☐ Used Building Products/Components (windows, countertops, sinks, etc.)

Commingled and Other Materials

- ☐ Mixed Glass (commingled amber, clear and green container glass; non-container glass)
- ☐ Mixed Rigid Plastics (commingled #s 3 through 7)
- ☐ Agricultural Plastics (film and bags)
- ☐ Street Sweepings and/or Catch Basin Cleanings
- ☐ Mattresses

1.4 Quantities: Current and Proposed Amount of MassDEP-Designated Materials. Proposals are evaluated, in part, on their ability to establish or increase the use of MassDEP-designated materials. Using the following table, provide MassDEP with the amount of MassDEP-designated materials to be used in your proposal.

Key to Table below: Provide all data in *annual amount of tons (not pounds)*, unless the material cannot easily be quantified by weight.

Type: Name of MassDEP-designated material

Average Usage: Usage prior to grant-funded project.

Proposed Usage Goal: Usage goal under grant-proposed project.

Proposed Increase: Subtract Average Usage from Usage Goal.

Type	Average Usage	Proposed Usage Goal	Proposed Increase

SECTION TWO: PROJECT COSTS AND BUDGET

2.1 Grant Options

MassDEP offers the following options to provide a variety of opportunities to address technical and economic barriers.

Instructions: Choose **ONE** grant option for which you are applying by checking the appropriate box below.

<i>Potential Grant Amount</i>		<i>SELECT ONE RIRC GRANT OPTION</i>
Up to \$150,000 for food waste	Up to \$50,000 for all other targeted materials	<input type="checkbox"/> Capital Cost Grant Funds can be used for capital costs such as the purchase of recycling-related equipment and property. Please note that capital grants require grant recipients to: <ol style="list-style-type: none"> purchase equipment by June 30, 2006 and meet project goals for two years.
Up to \$50,000		<input type="checkbox"/> Pilot Project Grant Funds can be used for pilot project costs such as recycling-related equipment rental, temporary labor, or consulting services.
Up to \$5,000		<input type="checkbox"/> Product Development and Testing Funds can be used to refine, develop or test products using recovered feedstocks, to increase or improve the use of recovered feedstocks.

2.2 Budget

Please complete the proposed budget. While matching funds are not required, grant proposals will receive a higher score in the review process if matching funds are offered.

Item(s) is a list of items (listed individually) requested under RIRC Grant Options (see above, Section 2.1)

Grant Funds are requested of MassDEP by the Grant Applicant

Match Funds are pledged by the Grant Applicant

Other Funds are pledged to the project by outside public or private sector parties

Total Funds is the sum of Grant Funds, Match Funds and Other Funds

	Grant Funds (requested from MassDEP)	Match Funds (provided by grant applicant)	Other Funds (provided by outside parties)	Total Funds
Item(s)				
TOTAL REQUESTS				

SECTION THREE: RECYCLING BUSINESS PLAN

In a separate attachment, fully describe in writing the proposal for which you are seeking funding. Applicants are strongly encouraged to respond to all items listed below. ***This section should not exceed four pages (any additional documentation or attachments do not count toward the page limit).***

3.1 Business Plan Summary

The proposal summary will provide reviewers with an overview of your company's proposal

- a) In one paragraph, describe any present uses of MassDEP-designated materials/feedstocks for which the proposal intends to use grant funds. If there are no current activities, please indicate so.
- b) In one paragraph, describe how the use of grant funds will increase the use of MassDEP-designated materials/feedstocks.

3.2 Business Plan Narrative Essay (recommended length one paragraph per section)

Purpose of the Grant

- Describe the purpose and use of grants funds, goals and scope of the project, and expected benefits
 - *For Capital Grants*, describe the equipment or property requested
 - *For Pilot Testing Grants*, describe the items requested
 - *For Product Testing Grants*, list all tests requested, purpose of tests and testing service provider

Potential Market Impact

- Quantify the amount of recycling activity anticipated as a result of the use of grant funds: 1) the increase in tons per year of throughput MassDEP-designated materials/feedstocks; and, 2) an estimate of the amount or percentage those materials generated from sources within Massachusetts.
- Describe the ability and capacity to meet the proposal's tonnage goals of MassDEP-designated materials/feedstocks.

Investment Justification

- Describe whether the material would be disposed if the grant is not given.
- Provide evidence of cash flow, including revenue generated from tip fees and sale of commodity/product and capital.

Project Milestones

- Include the major milestones, such as the dates when grant-funded equipment will be ordered, delivered and operational and/or the dates when phases of deliverables, such as reports, will be completed. Projects that may require multiple years of funding should include yearly goal(s), deliverables and budgets.

Qualifications

- Describe and document the relevance of the experience, qualifications and skills of the proposal's managers to the grant-funded activity (resumes may be attached).

Feasibility

- Describe the likelihood that the proposal will accomplish the projected results.
- Provide the status of any required approval(s) or authorization(s) of the proposed activity by state or local authorities, including any appropriate documentation.

Sourcing

- Identify the source(s) and/or generator(s) of MassDEP-designated materials/feedstocks. Indicate the following, to the extent possible: 1) the amount/percentage of material generated in Massachusetts; and, 2) an estimate of the breakdown from commercial and/or residential generators. Include any documentation from sources and/or generators, such as copies of letters of commitment or contracts indicating long-term arrangements.

Markets

- Identify the buyer(s) or market(s) for the proposed end-products. Include any documentation from end-users that your product will be purchased, such as copies of letters of commitment or contracts indicating long-term arrangements.

Sustainability/Longevity

- Provide evidence of the sustainability and flexibility of the business plan in terms of its capacity to withstand: economic and technical challenges

Financial Leverage

- Demonstrate financial support for the project that will leverage resources from outside sources (for example: private entities such as trade associations or banks and public entities such as federal or state government):
 - financial support (such as matching contributions, loans or grants); and, in-kind support (such as feedstock, labor, property, etc.).